SECTION 13.   Ammo

13.1 Ammo Overview. This functional area is used to request, receive and turn-in ammunition, as well as maintain an ammunition control document and import files.

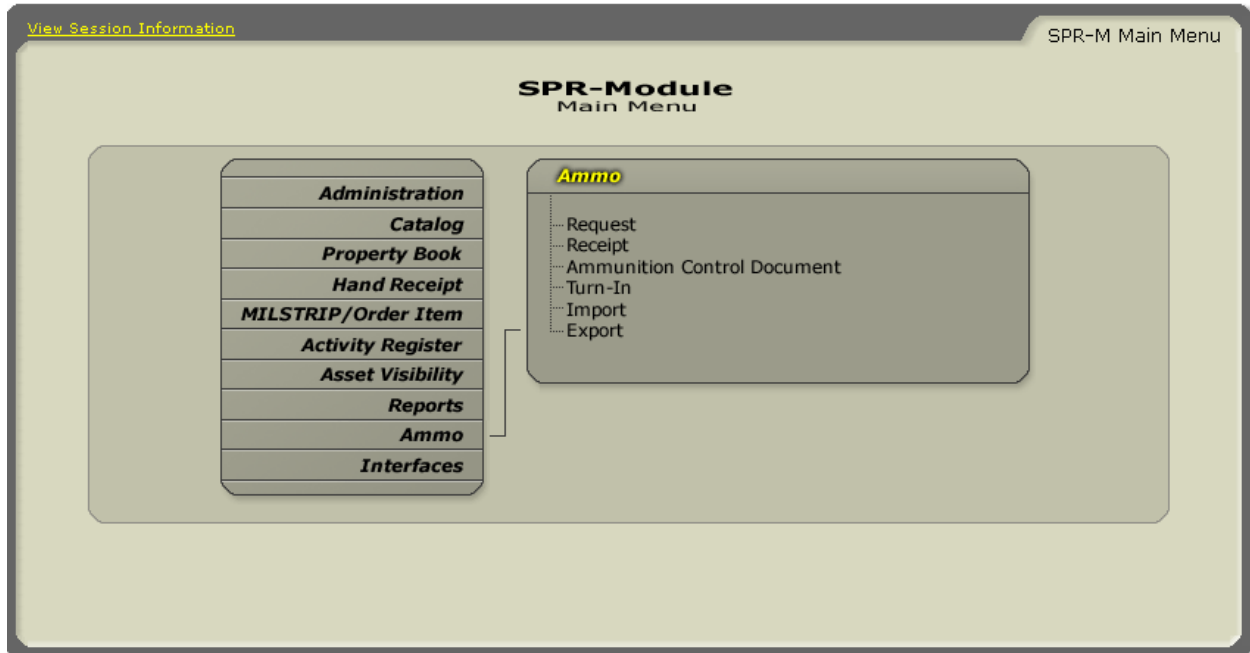   a. From the main menu, click **Ammo** to display the **Ammo** menu (Figure 13.1-1).

Figure 13.1-1   Ammo Menu Screen

   b. Although Ammo has five menu selections, they also appear as tabs on the Ammunition screen (Figure 13.1-2), thus allowing access to the processes from the Ammo menu or from within the Ammunition screen.

Figure 13.1-2   Ammunition Screen Tabs

13.2 Request. This process is used to request ammunition for training or combat purposes and to generate a DA Form 581.

    a. From the **Ammo** menu, click **Request** to display the Ammunition screen, Request tab (Figure 13.2-1).
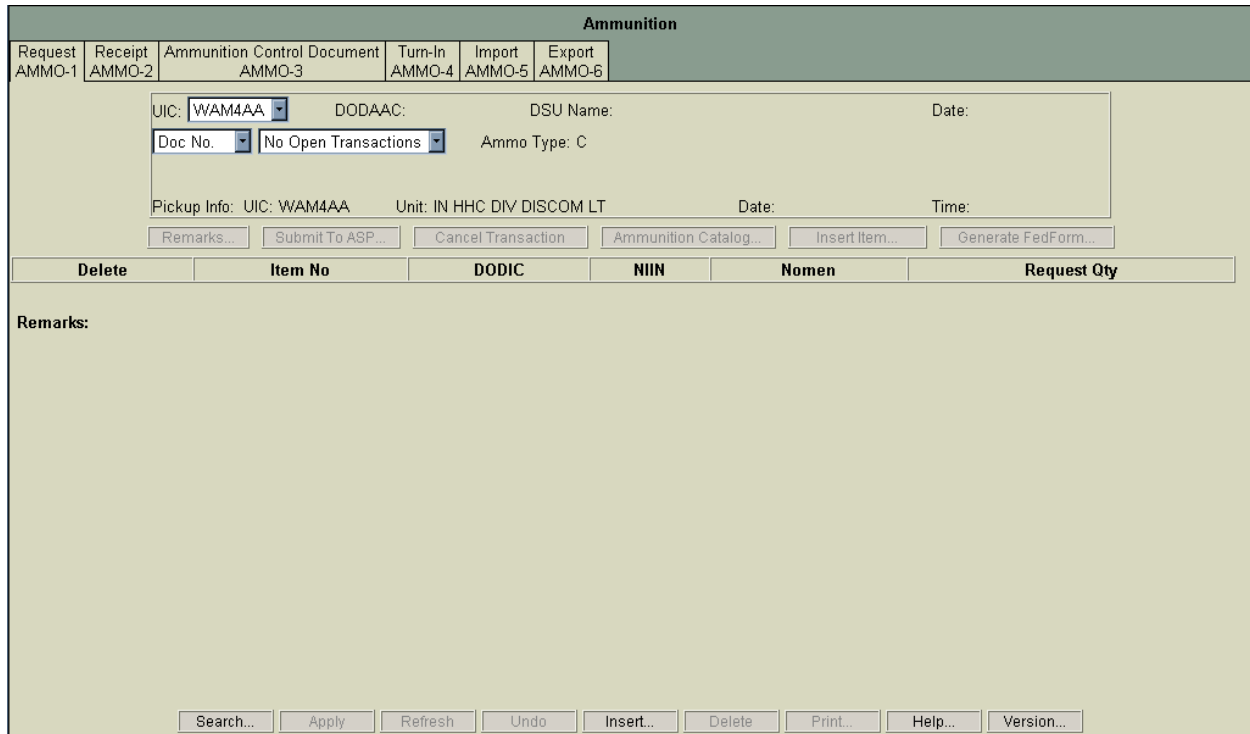

Figure 13.2-1   Ammunition Screen, Request Tab

    b. The Request tab performs several functions, adding a new request, modifying or canceling an existing, but unsent request, and printing the DA Form 581.

    c. If there are any open request documents, the oldest document's data is displayed. Otherwise, the tab opens in the add mode.

    d. If all the documents have been submitted to the ASP, the following dialog box appears (Figure 13.2-2).
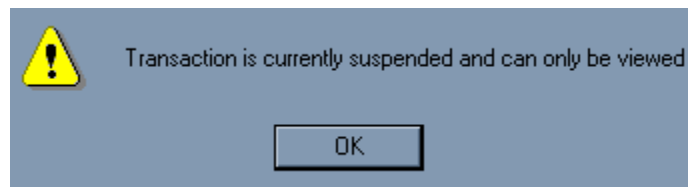

Figure 13.2-2   Dialog Box

e. Creating a request for issue for ammunition requires the completion of the following steps.

- Initialize the document

- Insert the request items

- Make adjustments

- Add remarks

- Submit the request to the ASP

13.2.1 Initiating the Document. This step is used to create the basic information about the request and issue the document number.

(1) Click **Insert** to place the screen in the add mode (Figure 13.2-3).

Figure 13.2-3   Ammunition Screen, Request Tab, Add Mode

Legend for figure 13.2-3

Field Name	Description
UIC	Unit Identification Code. Selected from the LOV
DODAAC	Department of Defense Activity Address Code. Selected from the LOV
DSU Name	In the clear name of the unit
Date	The date the request was created
Ammo Type	Ammo use, T = Training, C = Combat. Selected from the

Field Name	Description
	LOV
Allocation Period	The month the allocation was made
FY	The Fiscal Year in which the allocation was made
Training Dates From	The date the training period starts
To	The date the training period ends
Pickup Info UIC	The UIC of the unit picking up the ammunition
Unit	The unit name of the unit picking up the ammunition
Date	The date the ammunition will be picked up
Time	The approximate time the ammunition will be picked up

NOTE: It the **Ammo Type** is set to **C**, the Allocation Period, FY, and the Training Dates To and From are hidden.

(2) Make the appropriate entries in the fields and click **Apply** to save.

(3) When the data is saved, a **Document Number Dialog** box with the document number appears (Figure 13.2-4).
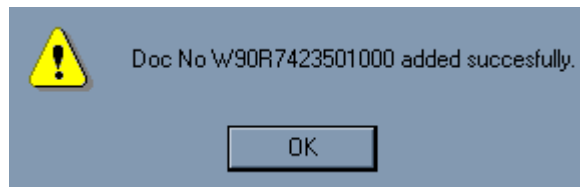
Figure 13.2-4   Document Number Dialog Box

(4) Click **OK** on the dialog box and the Ammunition screen displays the document number (Figure 13.2-5).

Figure 13.2-5   Ammunition Screen, Request Tab, Add Mode with changes saved

(5) Click the **TEC** LOV to select a Training Event Code. The selected TEC is assigned to all items added to the request.

<u>13.2.2 Ammunition Catalog</u>. Use this button to access the Ammunition Catalog provided by the Ammunition Supply Point (ASP) and to add to and select from a user created ammunition catalog.

a. Click the **Ammunition Catalog** button to display the Ammunition Catalog screen (Figure 13.2-6).

Ammunition Catalog

DODIC: A B C D E F G H J K L M N P R S V W Z   DODIC:A PAGE:1

DODIC	NIIN	Nomen	Accept Substitute
☐ A010	☐ 000285035	CTG 10 GAGE BLANK	☐
☐ A011	☐ 000286642	CTG 12GA 480/BOX	☐
☐ A011	☐ 000963158	CTG 12GA M19 675/BOX	☐
☐ A011	☐ 003011700	CTG 12GA M19 675/BOX	☐
☐ A011	☐ 000963156	CARTRIDGE,12 GAGE S	☐
☐ A011	☐ 010438343	CARTRIDGE,12 GAGE S	☐
☐ A011	☐ 000963160	CARTRIDGE,12 GAGE S	☐
☐ A011	☐ 003011703	CARTRIDGE,12 GAGE S	☐
☐ A011	☐ 005409213	CARTRIDGE,12 GAGE S	☐
☐ A011	☐ 000963159	CARTRIDGE,12 GAGE S	☐
☐ A011	☐ 012328338	CARTRIDGE,12 GAGE S	☐
☐ A011	☐ 000963155	CARTRIDGE,12 GAGE S	☐
☐ A011	☐ 008924254	CTG 12GA 240/BOX	☐
☐ A014	☐ 009298842	CTG 12GA	☐
☐ A014	☐ 012328339	CARTRIDGE,12 GAGE S	☐

| Search | Apply | Close | Add User Catalog | View User Catalog |

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62

Figure 13.2-6 Ammunition Catalog Screen

b. To page through the Ammunition Catalog:

(1) Click the letter at the top of the screen that corresponds to the first letter of the DODIC.

(2) Click the page number at the bottom of the screen to display a different page of data for the selected letter.

c. To select an item, click (check) either the **DODIC** or **NIIN** checkbox.

(1) When the DODIC checkbox is checked, the system automatically checks the Accept Substitutes checkbox and it cannot be altered.

(2) When multiple DODIC checkboxes are checked for the same DODIC, that DODIC will appear on only one line on the Request tab.

(3) When the NIIN checkbox is checked, the Accept Substitutes checkbox cannot be checked.

d. Click **Apply** to add the selected items to the request.

e. Click **OK** on the dialog box.

f. Click **Close** to exit the Ammunition Catalog screen.

13.2.2.1 Ammunition Catalog Search. Use this function to perform a search of the catalog.

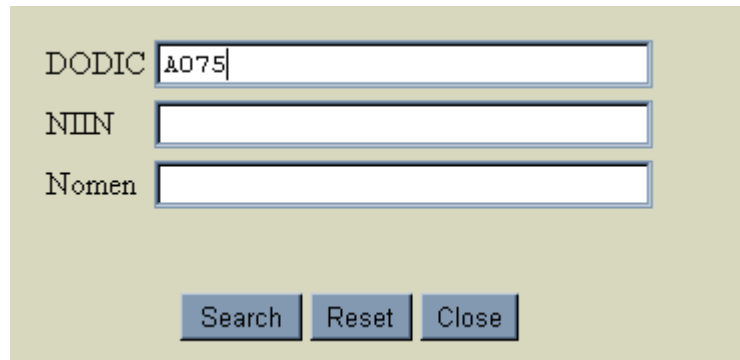a. Click **Search** to display the Ammunition Catalog Search screen (Figure 13.2-7)

Figure 13.2-7 Ammunition Catalog Search Screen

b. Enter the search criteria and click **Search** to display the specific data (Figure 13.2-8).

Ammunition Catalog

DODIC	NIIN	Nomen	Accept Substitute
☐ A075	☐ 012588694	CARTRIDGE,5.56 MILL	☐
☐ A075	☐ 013540739	CARTRIDGE,5.56 MILL	☐
☐ A075	☐ 012740216	CARTRIDGE,5.56 MILL	☐
☐ A075	☐ 011749278	CARTRIDGE,5.56 MILL	☐
☐ A075	☐ 011555464	CARTRIDGE,5.56 MILL	☐
☐ A075	☐ 011555463	CARTRIDGE,5.56 MILL	☐

| Search | Apply | Close | Show All | Add User Catalog | View User Catalog |

Page: 1

Figure 13.2-8   Ammunition Catalog, Search Results Shown

c. To return to the beginning of the catalog, click **Show All**.

NOTE: For further information on standard searches, see section 4.

13.2.2.2 View User Catalog. Use this function to access the User Ammunition Catalog. The User Ammunition Catalog is a subset of the User Created Catalog that contains ammunition items only.

a. Click **View User Catalog** to display the User Ammunition Catalog screen (Figure 13.2-9).

User Ammunition Catalog

NIIN	Nomen
☐ 011546525	DUMMY CARTRIDGE 40MM: HIGH VELOCITY M922
☐ 011555459	CARTRIDGE 5.56MM: BALL M855 AND TRACER M856

| Search | Apply | Close | Ammunition Catalog |

Page: 1

Figure 13.2-9   User Ammunition Catalog Screen

b. Click the **NIIN check box** to select an item.

c. Click **Apply** to add the item to the request.

d. Click **OK** when the dialog box appears.

e. To perform a search of the User Ammunition Catalog:

(1) Click the **Search** button to display the User Ammunition Catalog Search screen (Figure 13.2-10)
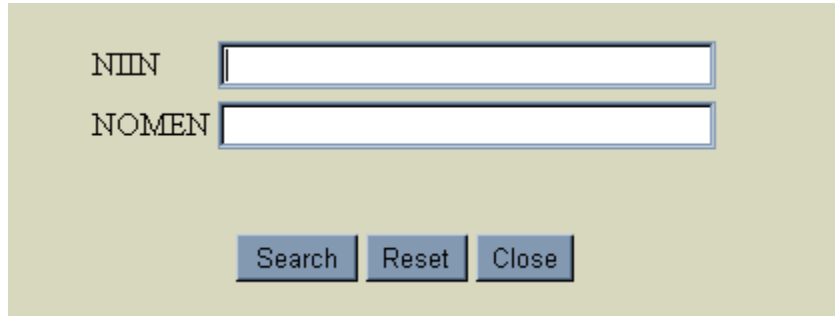

Figure 13.2-10   User Ammunition Catalog Search Screen

(2) Enter the **NIIN** and/or **Nomenclature** and click **Search**.

NOTE: For further information on standard searches, see section 4.

f. Click the **Ammunition Catalog** button to return to the Ammunition Catalog screen.

g. Click the **Close** button to exit the User Ammunition Catalog screen.

<u>13.2.2.3 Add User Catalog</u>. Use this function to add Ammunition Records to the User Created Catalog.

a. Click the **Add User Catalog** button to display the **User Created Catalog** screen (Figure 13.2-11)

Figure 13.2-11   User Created Catalog Screen

b. Click **Insert** to start the add process.

c. Enter the User Catalog data and click **Apply** to save the record.

d. Close the screen after all records are entered.

NOTE: See Section 6 for additional information about the User Catalog.

13.2.3 Insert Item. Use this button when the DODIC to be requested is known.

   a. Click the **Insert Item** button to display the Insert Item screen (Figure 13.2-12).

Figure 13.2-12   Insert Item Screen

Legend for Figure 13.2-12

Field Name	Description
DODIC	The code that identifies a type of ammunition item. Mandatory.
NIIN	Entered when no substitutes are allowed. Optional.
Request Qty	The amount of items requested for the DODIC. Mandatory.

   b. Enter the data and click **Apply** to add the item to the request.

   c. Click **Close** to exit the screen.

13.2.4 Adjusting the Order. GCSS-A/T provides the ability to make adjustments to the order at any point prior to submitting it to the Ammunition Supply Point (ASP). While any field with a white background may be changed, and because other fields were discussed in the preceding paragraphs, this paragraph covers Request Quantity and Training Event Code (TEC) only.

a. After the items have been selected, the Request tab displays the items in individual rows (Figure 13.2-13).

Figure 13.2-13   Ammunition Screen, Request Tab with Items Added.

b. Click the **Request Qty** field and enter the desired quantity for that item.

c. To assign a different TEC to a specific line:

(1) Click the **TEC** field to display the TEC LOV screen (Figure 13.2-14).

Figure 13.2-14   TEC LOV Screen

(2) Click the **TEC** LOV and select the proper TEC for the item.

(3) The screen will automatically refresh and display the TEC definition.

(4) Click **GO** to assign the TEC to the item and return to the Request tab (Figure 13.2-15).

				Ammunition		

| Request AMMO-1 | Receipt AMMO-2 | Ammunition Control Document AMMO-3 | Turn-In AMMO-4 | Import AMMO-5 | Export AMMO-6 |

UIC: WAL6B0 DODAAC: WX3J3N DSU Name: Date:16 DEC 2002

Doc No. W90R7423501000 Ammo Type: T Allocation Period: DEC FY: 2003

Training Dates: From: 16 DEC 2002 To: 20 DEC 2002

Pickup Info: UIC: WAL6B0 Unit: CS BN ORD MAINT CO Date: 16 DEC 2002 Time: 1200

Remarks... Submit To ASP... Cancel Transaction Ammunition Catalog... Insert Item... Generate FedForm...

Delete	Item No	DODIC	NIIN	Nomen	Request Qty	TEC CFX
☐	1	A071	000058006	CARTRIDGE,5.56 MILL	10000	GST
☐	2	A072	009263929	CARTRIDGE 5.56MM: TRACER M196 10 RD CLIP F/M16 RIFLE	1000	CFX

Remarks:

Search... Apply Refresh Undo Insert... Delete Print... Help... Version...

Figure 13.2-15   Ammunition Screen, Request Tab with Adjustments

d. Click the **Apply** button to save the changes to the database.

e. When the **Save Dialog** box appears, click **OK**.

<u>13.2.5　Remarks</u>.　This function is used to add existing remarks, create new user remarks, and remove remarks from the request.

　　a.　Click the **Remarks** button to display the Request Remarks screen (Figure 13.2-16).

Figure 13.2-16　Request Remarks Screen

　　b.　The upper portion of the screen contains standard request remarks.

　　c.　Click the **Select** checkbox to select (check) or deselect (uncheck) a remark.

　　d.　The lower portion of the screen contains a field for entering user remarks.

　　e.　Enter the remark to be added and click the **Insert** button (Figure 13.2-17).

Figure 13.2-17　Request Remarks Screen, User Remarks

(1) The remarks are displayed with the Select checkbox checked.

(2) Click the **Select** checkbox to deselect (uncheck) a remark.

   f. Click **Apply** to add the remarks to the request.

   g. Click **Ok** when the dialog box appears.

   h. The system returns to the Ammunition screen, Request tab (Figure 13.2-18).

Figure 13.2-18   Ammunition Screen, Request Tab with Remarks Added

   i. Click **Apply** to save the changes to the database.

   j. When the Save dialog box appears, click **OK**.

13.2.6 Request Search. Use this function to find a particular document number or want slip.

   a. Click the **Search** button to display the **Ammunition Request** search screen (Figure 13.2-19).

Figure 13.2-19 Ammunition Request Search Screen

b. Select either **Doc No.** or **Want Slip** from the LOV.

c. Enter the search criteria for the selected attribute and click the **Search** button.

13.2.7 Deleting an Item. This function is used to remove one or more items from a pending request without canceling the entire request.

a. In the column titled **Delete**, click the checkbox (check) of the item to be deleted (Figure 13.2-20).

Figure 13.2-20   Ammunition Screen, Request Tab, Delete Item

b. Click the **Delete** button at the bottom of the screen.

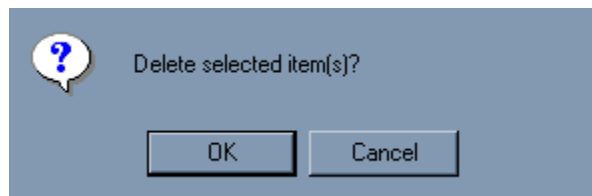c. When the Delete confirmation box appears, click **OK** to continue or **Cancel** to deny (Figure 13.2-21).

Figure 13.2-21   Delete Confirmation Box

d. After the deletion is successful, click **OK** on the dialog box.

13.2.8 Printing a DA Form 581 Using Fed Form. Use this feature to create and print a DA Form 581 at any time without submitting the request to the ASP.

   a. Click the **Generate Fed Form** button to launch the FormFlow program.

   b. When the Java Plug-in dialog box in figure 13.2-22 appears, read it and click **OK** to continue.
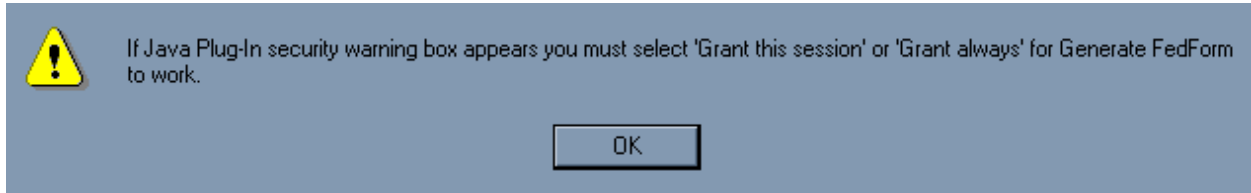

Figure 13.2-22   Java Plug-In Dialog Box

   c. The FormFlow screen appears with the Print options box displayed (Figure 13.2-23).
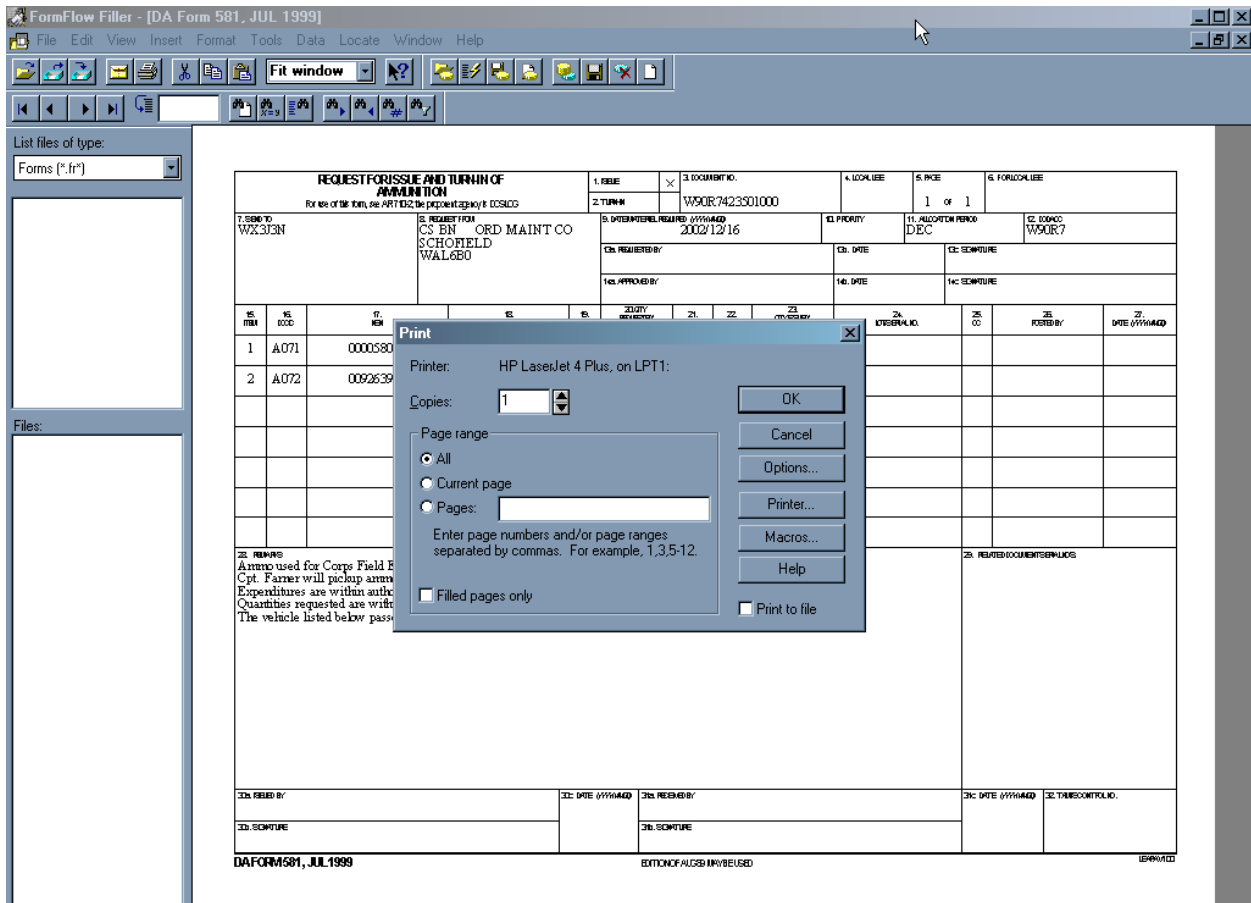

Figure 13.2-23   FormFlow Screen with Print Options Box

d. Set the desired options and click **OK** to print the form.

e. After the form has successfully printed, close the FormFlow screen.

NOTE: If the number of items requested exceeds seven, FormFlow will reopen and display a DA Form 581-1, Request for Issue and Turn-in of Ammunition Continuation Sheet.

13.2.9   Printing an Ammunition Request Report.   Use this function to print an Ammunition Request report for the selected document.

a. Click the **Print** button to format the report.

b. When the Excel screen appears, click the **Printer Icon** on the toolbar to print the report (figure 13.2-24).

Figure 13.2-24   Excel Screen, Ammunition Request Report

c. For more information about printing using Excel, see Section 4.

13.2.10 Canceling a Transaction. Use this function to delete an unsent request and close the document on the activity register.

a. Click the **Cancel Transaction** button.

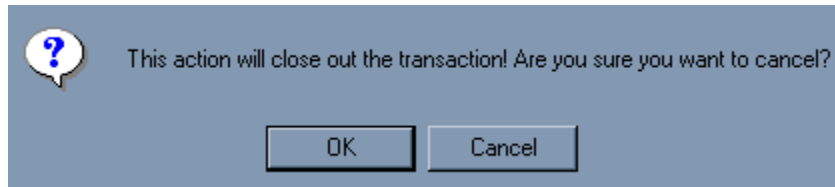b. On the Cancel Transaction confirmation box, click **OK** to continue, or **Cancel** to halt (Figure 13.2-25).

Figure 13.2-25   Cancel Transaction Confirmation Box

c. Click **OK** on the dialog box (Figure 13.2-26).
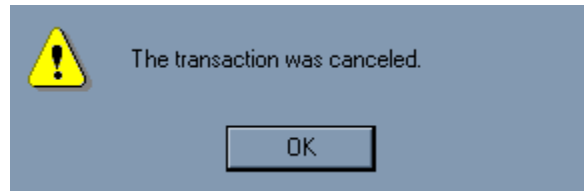

Figure 13.2-26   Dialog Box

d. The Activity Register is updated to reflect the cancellation.

13.2.11 Submitting the Request to the ASP. When the request has been finalized, use this function to create a transaction diskette for the ASP and to print a DA Form 581.

a. Insert a blank diskette into the drive.

b. Click the **Submit to ASP** button.

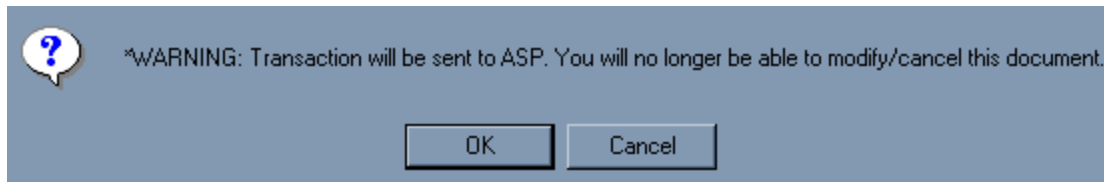c. When the Warning box appears, click **OK** to continue or **Cancel** to halt (Figure 13.2-27).

Figure 13.2-27   Warning Box

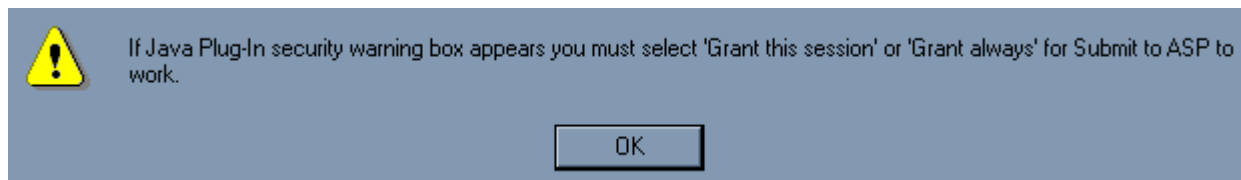d. Click **OK** on the Java Plug-In dialog box (Figure 13.2-28).

Figure 13.2-28   Java Plug-In dialog Box

e. The FormFlow screen will appear with the Print box displayed (Figure 13.2-29).

Figure 13.2-29   FormFlow Screen with Print Box

(1) Set the print properties as desired and click **OK**.

(2) After the DA Form 581 prints, close the FormFlow screen.

NOTE: If the number of items requested exceeds seven, FormFlow will reopen and display a DA Form 581-1, Request for Issue and Turn-in of Ammunition Continuation Sheet.

f.   The system displays the following confirmation box (Figure 13.2-30).

Figure 13.2-30   Confirmation Box

g. Click **Yes** to continue or **No** to halt.

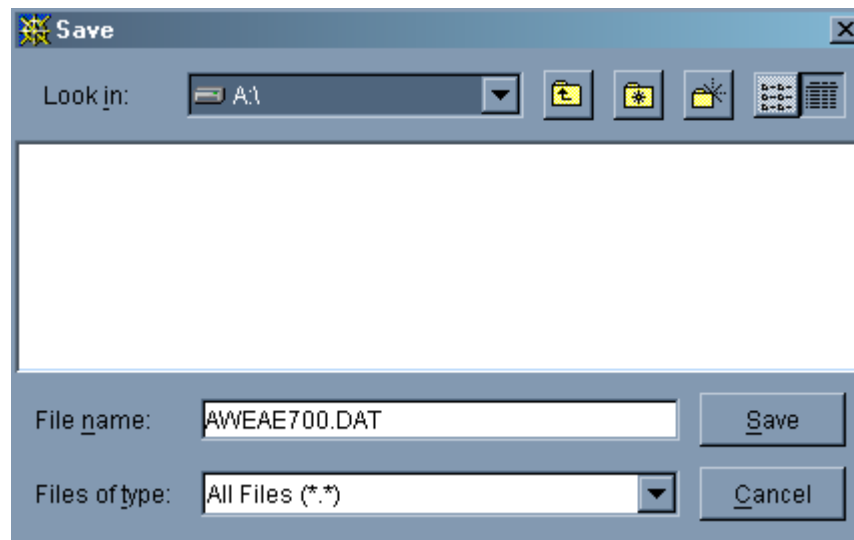h. If yes is clicked, the Save screen is displayed (Figure 13.2-31).

Figure 13.2-31   Save Screen

i.   Insure the **Look in:** field is set to A:\, and click **Save** to write the file to diskette.
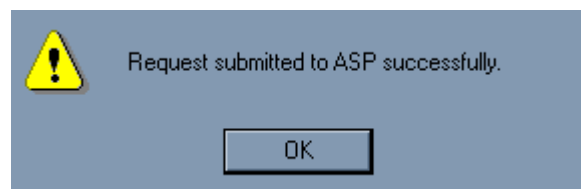
j.   Click **OK** on the dialog box (Figure 13.2-32).

Figure 13.2-32   Dialog Box

k.   When the next dialog box appears, click **OK** (Figure 13.2-33).

Figure 13.2-33   Dialog Box

l.   The system displays the Ammunition screen, Request tab with the updated data (Figure 13.2-34).

Ammunition						
Request AMMO-1	Receipt AMMO-2	Ammunition Control Document AMMO-3	Turn-In AMMO-4	Import AMMO-5	Export AMMO-6	

UIC: WAL6B0 ▾   DODAAC: WX3J3N   DSU Name: Date:16 DEC 2002

Doc No. ▾ W90R7423501000 ▾   Ammo Type: T   Allocation Period: DEC   FY: 2003

Training Dates: From: 16 DEC 2002   To: 20 DEC 2002

Pickup Info: UIC: WAL6B0   Unit: CS BN ORD MAINT CO   Date: 16 DEC 2002   Time: 1200

Remarks...   Submit To ASP...   Cancel Transaction   Ammunition Catalog...   Insert Item...   Generate FedForm...

Delete	Item No	DODIC	NIIN	Nomen	Request Qty	TEC
	1	A071	000058006	CARTRIDGE,5.56 MILL	10000	GST
	2	A072	009263929	CARTRIDGE 5.56MM: TRACER M196 10 RD CLIP F/M16 RIFLE	1000	CFX

Remarks:
1.Ammo used for Corps Field Exercise
2.Cpt. Farner will pickup ammo.
3.Expenditures are within authorized available supply rates.
4.Quantities requested are within training authorization.
5.The vehicle listed below passed the safety inspection as required.

Search...   Apply   Refresh   Undo   Insert...   Delete   Print...   Help...   Version...

Figure 13.2-34   Ammunition Screen, Request Tab

13.3 Receipt. This process is used to receipt for ammunition documents manually and to input post-post requisitions. Documents processed using the **Import** process display as completed transactions that can be re-opened if necessary.

　　a. From the **Ammo** menu, click **Receipt** to display the Ammunition screen, Receipt Tab (Figure 13.3-1).

Figure 13.3-1   Ammunition Screen, Receipt Tab

b. The screen displays the oldest open document in the system.

c. Click the **UIC** LOV and select the UIC.

d. Click the **Doc No** LOV and select the document number.

e. Click the **Received/Rejected Date** and select the correct date from the calendar.

f. Click the **Turn-In Suspense Date** and select the correct date from the calendar.

13.3.1 Receipting Line Items.

    a. Click the **Item No** to display the **Insert Line Item** screen (Figure 13.3-2).

Figure 13.3-2   Insert Line Item Screen

Legend for Figure 13.3-2

Field Name	Description
NIIN	Enter the NIIN for the DODIC. Mandatory
Qty Received	Enter the quantity received for the lot number entered. Mandatory
Serial Num	Enter the serial number of the item. Mandatory if **Serial Item** box is checked.
Lot Num	Enter the lot number. Mandatory.
Total Wt to Turn-In	Leave at zero until turn-in. Mandatory.
Total Qty Received	The entire quantity received for the DODIC. Mandatory
Serial Item	Click the box if the item is serialized. Optional

    b. Enter the data as necessary and click **Apply**.

    c. If the item received has more than one lot number:

        (1) Enter the **Qty Received** for the lot number of the item.

        (2) Enter the **Lot Number**.

        (3) Enter the **Total Qty Received** for all lot numbers of the item.

(4) Click **Apply** and the screen refreshes (Figure 13.3-3).

Insert Line Item

DODIC	A102	NIIN	001823125
Qty Received		Request Qty	1000
Serial Num		Lot Num	
Total Wt to Turn-In	0	Total Qty Received	10/1000
TEC	GQT		

Apply   Close

Figure 13.3-3 Insert Line Item Screen, Multiple Lot Receipts

(5) Continue entering quantities and lot numbers until the **Total Qty Received** is equaled.

d. If multiple serial numbered items for the same DODIC are received:

(6) Enter **1** in the **Qty Received** field.

(7) Enter the **Serial Number**.

(8) Enter the **Lot Number**.

(9) Enter the total of all the serial numbered items in the **Total Qty Received** field.

(10) Click **Apply** and the screen refreshes (Figure 13.3-4).

Insert Line Item

DODIC	B147	NIIN	012778018
Qty Received	1	Request Qty	1000
Serial Num		Lot Num	23243-87
Total Wt to Turn-In	0	Total Qty Received	1/10
TEC	FTX		

Apply   Close

Figure 13.3-4   Insert Line Item Screen, Multiple Serial Numbered Receipts

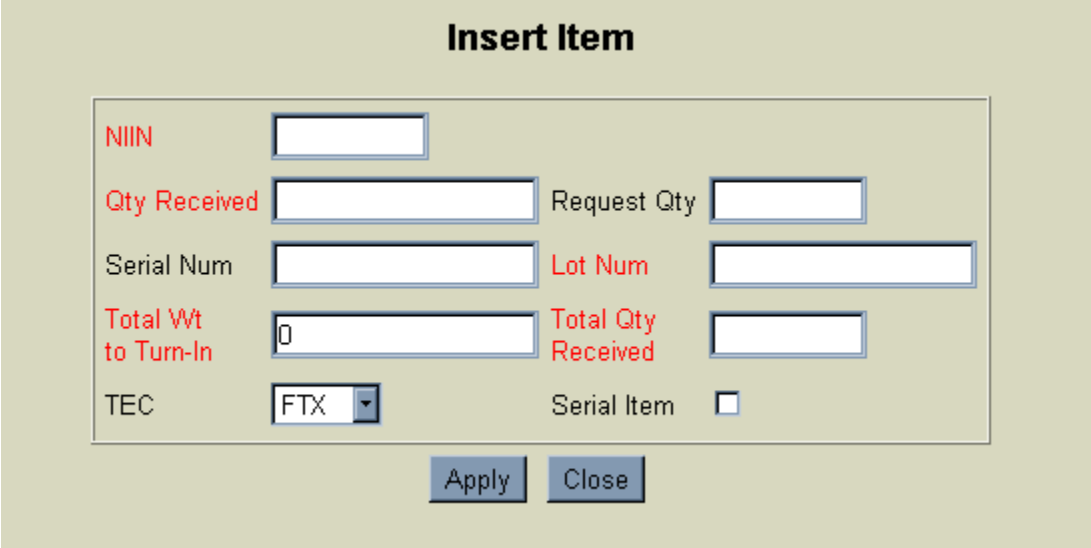(11) Continue entering serial numbers until the **Total Qty Received** is equaled.

e. When the total quantity received has been equaled the **Item No** changes from active to inactive (Figure 13.3-5).

Delete	Item No	Line No	DODIC	NIIN	Nomen	Req Qty	Wt to Turn-In	TEC	Qty Rcvd	Serial
☐	1	1	A071	000058006	CARTRIDGE,5.56 MILL	10000	0	GST	5000	
☐		2						GST	5000	
	2	1	A072	009263929	CARTRIDGE 5.56MM: TRACER M196 10 RD CLIP F/M16 RIFLE	1000	0	CFX	0	

Figure 13.3-5   Inactive Item Numbers

13.3.2 Receipting Unrequested Items. Use this feature to add unrequested ammunition to the receipt.

a. If the details of the item received are known, click the **Insert Item…** button to display the **Insert Item** screen (Figure 13.3-6).

Figure 13.3-6   Insert Item Screen

b. Enter the data and click the **Apply** button to add the item to the receipt.

c. If the details of the item are unknown, click the **Ammo Catalog** button to display the **Ammunition Catalog** screen (Figure 13.3-7).

Ammunition Catalog

DODIC: A B C D E F G H J K L M N P R S T V W Z   DODIC:B PAGE:2

DODIC	NIIN	Nomen
B076	☐ 010545193	LINK,CARTRIDGE
B077	☐ 009097131	LINK,CARTRIDGE
B078	☐ 009097132	LINK,CARTRIDGE
B079	☐ 009097133	LINK,CARTRIDGE
B081	☐ 005161424	LINK,CARTRIDGE
B082	☐ 000932933	LINK,CARTRIDGE
B083	☐ 012900714	LINK,CARTRIDGE
B083	☐ 009359219	LINK,CARTRIDGE
B083	☐ 005853606	LINK,CARTRIDGE
B083	☐ 009650853	LINK,CARTRIDGE
B084	☐ 005404999	LINK,CARTRIDGE
B084	☐ 001790403	LINK,CARTRIDGE
B085	☐ 005410021	LINK,CARTRIDGE
B087	☐ 000932934	LINK,CARTRIDGE
B089	☐ 003226372	LINK,CARTRIDGE
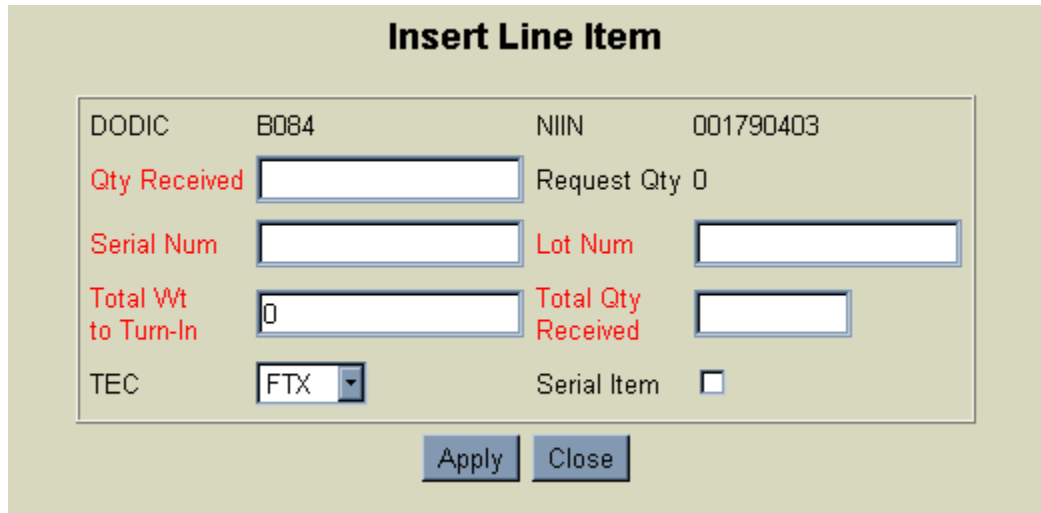
Search | Apply | Close | Add User Catalog | View User Catalog

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26

Figure 13.3-7   Ammunition Catalog Screen

d. Select the item to be added and click the **Apply** button.

e. Return to the **Receipt** tab and click the new **Item No** to display the **Insert Line Item** screen (Figure 13.3-8).

Figure 13.3-8   Insert Line Item Screen

f.   Enter the data and click the **Apply** button.

13.3.3 Modifying a Receipt. To modify a line item, click in an enterable field, make the appropriate changes and click the **Apply** button.

13.3.4 Deleting an Item. Use this function to remove erroneously entered data from requested line items and to remove erroneously added unrequested line items.

NOTE: Items ordered on the original request cannot be deleted from the receipt.

a. Click the **Delete** check box for the line to be deleted (Figure 13.3-9).

Figure 13.3-9   Ammunition Screen, Receipt Tab, Delete Selected

b. Click the **Delete** button.

c. If the item was on the original request, the data is reset. If the item was added to the receipt, it will be removed (Figure 13.3-10).

Figure 13.3-10   Ammunition Screen, Receipt Tab, Data Deleted

13.3.5   ASP Generated Notes. Use this function to add and delete notes from the ASP's DA form 581 to the receipt.

a. Click the **ASP Generated Notes** button to display the **ASP Notes** screen (Figure 13.3-11).

Figure 13.3-11   ASP Generated Notes Screen

b. Enter a note and click **Insert** to enter more notes (Figure 13.3-12).

Figure 13.3-12   ASP Generated Notes

c. Click **Apply** to add the notes to the receipt (Figure 13.3-13).

Figure 13.3-13   Ammunition Screen, Receipt Tab, ASP Notes Added

d. To delete an ASP note, click the **ASP Generated Notes** button to display the **ASP Generated Notes** screen.

e. Click the **Delete** check box and click **Apply**.

13.3.6 Processing an ASP Rejection. Use this function to process a request rejected by the ASP.

a. Click the **ASP Reject** button.

b. When the **Rejection Confirmation** box appears, click **OK** (Figure 13.3-14)

> ? This action will cancel the entire document! Are you sure you want to reject?
>
> [OK]   [Cancel]
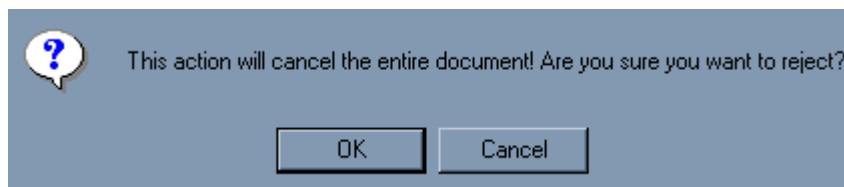
Figure 13.3-14   Rejection Confirmation Box

c. The request document is closed

13.3.7 Receipt Complete. Use this function to close a receipt document after all data has been posted.

a. Click the **Receipt Complete** button.

b. When the **Completion** confirmation box appears, click **Yes** (Figure 13.3-15).

> ? This will close out your Receipt transaction.
>   Are you sure you want to continue?
>
> [OK]   [Cancel]
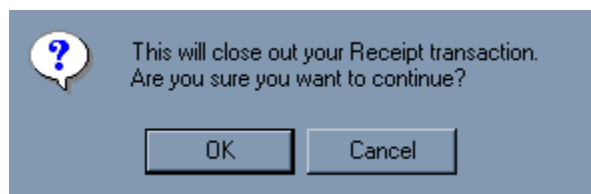
Figure 13.3-15   Completion Confirmation Box

c. When the dialog box appears, click **OK**.

d. After the **Ammunition** screen refreshes, the **Receipt** tab displays the **Re-open Receipt** button (Figure 13.3-16).

Figure 13.3-16   Ammunition Screen, Receipt Tab, Receipt Closed

    e. Click the **Re-open Receipt** to make changes to a completed receipt.

13.3.8   Processing a Post-Post Requisition.   Use this feature to input a post-post requisition.   Use this feature only if the DA Form 581 has been presented to the Ammunition Supply Point and ammunition has been issued.

    a. On the **Receipt** tab, click the **Insert** button to put the **Receipt** tab in the post-post mode (Figure 13.3-17).

Figure 13.3-17   Ammunition Screen, Receipt Tab, Post-Post Mode

b. Click the **Post-Post** check box.

c. Enter the **Doc No** from the DA Form 581.

d. Make changes to the other fields as appropriate.

e. Click the **Apply** button to continue posting the requisition (Figure 13.3-18).

Figure 13.3-18   Ammunition Screen, Receipt Tab, Post-Post Mode

f.   Insert items using the **Ammunition Catalog** or **Insert Item** function.

g.   Continue with the receipt process as described in previous paragraphs.

13.3.9 Receipt Search. Use this function to find a specific document number.

a. Click the **Search** button to display the **Ammunition Receipt** search screen (Figure 13.3-19).

Figure 13.3-19 Ammunition Receipt Search Screen

b.   Enter the search criteria and click the **Search** button.

13.3.10 Print an Ammunition Receipt. Use this function to print a facsimile DA Form 581 for a selected receipt.

a.   After selecting the document number, click the **Print** button.

b.   When the **Excel** screen appears, adjust the print properties as necessary and print the form.

NOTE: For further information on printing with Excel, see section 4.

13.4 Ammunition Control Document. Use this process to issue ammunition to a subhand receipt holder, to show consumption of the ammunition, to print an Ammunition Control Document report, and to print a DA Form 5515.

a. From the **Ammo** menu, click **Ammunition Control Document** to display the **Ammunition Control Document** tab (Figure 13.4-1).

Ammunition											
Request	Receipt	Ammunition Control Document	Turn-In	Import	Export						
AMMO-1	AMMO-2	AMMO-3	AMMO-4	AMMO-5	AMMO-6						

UIC: WAL6B0   DODAAC: WX3J3N   DSU Name: Date:16 DEC 2002

Doc No: W90R7423501000   Ammo Type: T   Allocation Period: DEC   FY: 2003

Training Dates: From: 16 DEC 2002   To: 20 DEC 2002

Pickup Info: UIC: WAL6B0   Unit: CS BN ORD MAINT CO   Date: 16 DEC 2002   Time: 1200

Received/Rejected Date: 16 DEC 2002   Turn-In Suspense Date: 21 DEC 2002

Item No	Line No	DODIC	NIIN	Nomen	Qty Rcvd	SIC	SHR No	Qty Issued	Qty Live Turned-In	Qty Residue Turned-In	
1	1	A071	000058006	CARTRIDGE,5.56 MILL	5000			0	0	0	
	2	A071	000058006	CARTRIDGE,5.56 MILL	5000			0	0	0	
2	1	A072	009263929	CARTRIDGE 5.56MM: TRACER M196 10 RD CLIP F/M16 RIFLE	500			0	0	0	

| Search... | Apply | Refresh | Undo | Insert... | Delete | Print... | Help... | Version... |

Figure 13.4-1   Ammunition Screen, Ammunition Control Document Tab

b. Click the **UIC** LOV and select a UIC.

c. Click the **Doc No** LOV and select a document number.

d. Click the **Item No** to display the **Ammunition Control Document – Edit** screen (Figure 13.4-2).

Figure 13.4-2   Ammunition Control Document – Edit Screen

e. To issue the ammunition for a single lot number:

(1) Click the **SIC** LOV and select the SIC.

(2) Click the **SHR Name** LOV and select the subhand receipt holder name.

(3) Enter the **Qty to Issue** if the issue quantity will be less than the quantity shown.

(4) Click the **Apply All >>>** button to transfer the ammunition to the SHR (Figure 13.4-3).

Figure 13.4-3   Ammunition Control Document – Edit, Ammunition Transferred

(5) If the **Qty Issued** needs to be decreased, enter the correct quantity and click the **<<< Apply All** button.

(6) Click the **Generate Fed Form** button to print the DA Form 5515.

NOTE: When the Generate Fed Form button is clicked, no further changes to the Qty Issued field may be made.

(a) When the Generate 5515 Document Selection screen (Figure 13.4-4) appears, enter remarks as desired.

Figure 13.4-4   Generate 5515 Document Selection Screen

(b) Click **Generate Fed Form** to open the **Fed Form** screen.

(c) Click **OK** to print the DA Form 5515.

(d) When the form is printed close the Fed Form screen.

(7) Click the **Close** button to exit the screen and apply the changes to the SHR.

(8) Click the **Create SHR** to create a new subhand receipt.

f. To issue ammunition from a receipt item has multiple lot or serial numbers (Figure 13.4-5).

Ammunition Control Document - Edit

Item No	DODIC	NIIN	Total Qty Remaining	Total Qty Issued		SIC	SHR Name		SHR No
1	A071	000058006	10000	0		A	Farner, Mark		GFR-1

Apply All >>>	Apply Selected >		<<< Apply All	< Apply Selected

Select	Serial No	Lot No	Qty to Issue		Select	Serial No	Lot No	Qty Issued	Qty Live to Turn-in	Qty Residue to Turn-in
☐		2002-07-3423	5000							
☐		2002-07-5306	5000							

Create SHR   Close   Generate Fed Form

Figure 13.4-5 Ammunition Control Document – Edit, Multiple Lot Numbers

(1) Repeat steps (1) through (3) from the previous paragraph.

(2) Click the **Select** check box of the lot number to be issued.

(3) Click the **Apply Selected >** button to transfer the ammunition to the selected SHR (Figure 13.4-6).

Item No	DODIC	NIIN	Total Qty Remaining	Total Qty Issued	SIC	SHR Name		SHR No
1	A071	000058006	5000	5000	A	Farner, Mark**		GFR-1

Ammunition Control Document - Edit

Select	Serial No	Lot No	Qty to Issue		Select	Serial No	Lot No	Qty Issued	Qty Live to Turn-in	Qty Residue to Turn-in
☐		2002-07-3423	5000		☐		2002-07-5306	5000	0	0

Apply All >>>   Apply Selected >   <<< Apply All   < Apply Selected

Create SHR   Close   Generate Fed Form

Figure 13.4-6   Ammunition Control Document – Edit

(4) Continue with steps (5) through (8) from the previous paragraph.

g. After the ammunition has been issued the **Ammunition Control Document** tab displays the changes (Figure 13.4-7).

Item No	Line No	DODIC	NIIN	Nomen	Qty Rcvd	SIC	SHR No	Qty Issued	Qty Live Turned-In	Qty Residue Turned-In	
1	1	A071	000058006	CARTRIDGE,5.56 MILL	5000			0	0	0	
	2	A071	000058006	CARTRIDGE,5.56 MILL	5000			5000	0	0	
						A	GFR-1	5000	0	0	
2	1	A072	009263929	CARTRIDGE 5.56MM: TRACER M196 10 RD CLIP F/M16 RIFLE	500			500	0	0	
						A	GFR-1	500	0	0	

Figure 13.4-7   Ammunition Control Document Tab, Ammunition Issued

h. To print an Ammunition Control Document report using excel:

(1) Click the **Print** button.

(2) When the Excel screen appears, make changes to the print properties as desired and print the report.

NOTE: For further information on printing with Excel, see section 4.

i. To turn-in ammunition and residue:

(1) Click the **Item No** to display the **Ammunition Control Document – Edit** screen.

(2) Select the **SIC** and **SHR Name** that is turning in the ammunition (Figure 13.4-8).

Figure 13.4-8 Ammunition Control Document – Edit Screen, Ammunition Issued

(3) Enter the amount of live ammunition in the **Qty Live to Turn-in** field.

(4) Enter the amount of residue in the **Qty Residue to Turn-in** field (Figure 13.4-9).

NOTE: The amount entered in the Qty Live to Turn-in field on the Ammunition Control Document is brought forward to the Turn-In process. The maximum turn-in quantity must be less than or equal to the Qty Live to Turn-in quantity.

Figure 13.4-9 Ammunition Control Document – Edit Screen, Turn-in Data Entered

(5) Click the **Select** checkbox and click the **<Apply Selected** button, or click the **<<<Apply All** button to save the data (Figure 13.4-10).

Figure 13.4-10   Ammunition Control Document – Edit Screen, Turn-in Data Saved

NOTE: If the sum of the two turn-in quantities is less than the quantity issued, the Ammunition Control Document – Edit screen returns to its original condition. However, the quantities entered are applied to the database.

(6) Click the **Close** button to exit.

j.   To search for specific records:

(1) Click the **Search** button to display the Ammunition Control Document Search screen (Figure 13.4-11).
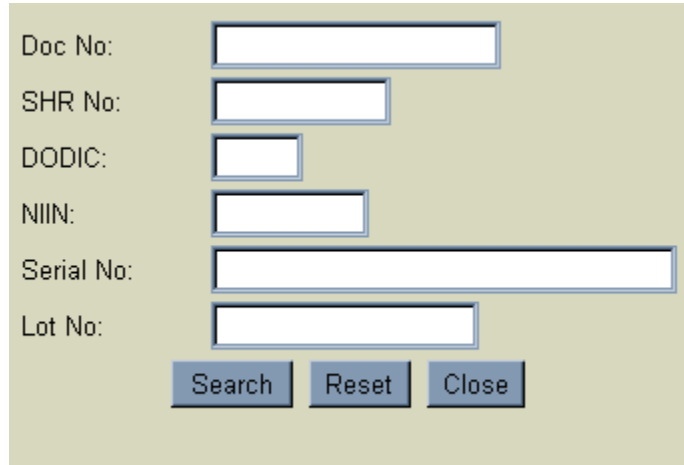
Figure 13.4-11   Ammunition Control Document Search

(2) Enter the search criteria in the appropriate fields.

(3) Click the **Search** button.

NOTE: For more information on searches, see section 4.

13.5 Turn-In. Use this process to create ammunition and residue turn-in documents, to complete turn-in documents created by the Import process, and to post confirmation and reconciliation codes sent by the ASP.

a.   There are two types of turn-ins in GCSS-A/T, ammunition and residue. No more than one of each turn-in type may exist in an open (waiting to be sent to the ASP) state.

b.   Typically, turn-ins are created automatically when receipts are input via the **Import** process. However, post-post and user created turn-ins –those turn-ins not created by the Import process– may be created whenever necessary.

c.   Because the steps required to complete a turn-in, regardless of type, are similar, the following instructions are written for a typical turn-in with exceptions noted where applicable.

d.   The maximum turn-in quantity on the live ammunition turn-in document is limited by the amount entered in the **Qty Live to Turn-in** on the Ammunition Control Document tab.

13.5.1 Updating a System Generated Ammunition Turn-In. Use these instructions to complete a turn-in for live ammunition or residue based upon a document created by the **Import** process.

    a. From the **Ammo** menu, click **Turn-In** to display the **Ammunition** screen, **Turn-In** tab (Figure 13.5-1).

Figure 13.5-1   Ammunition Screen, Ammunition Turn-in

    b. Click the **UIC** LOV and select a UIC.

    c. Click the **Receipt Doc No** LOV and select a receipt document number.

    d. Click the **Turn-In Doc No** LOV and select the appropriate document number.

    e. The screen displays the turn-in data in the center of the screen.

    f. Enter the **Qty To Turn-In**.

NOTE: The maximum **Qty To Turn-in** must be less than or equal to the **Qty Live to Turn-in** on the Ammunition Control Document. If there are no items to turn in for a selected document, click the **Cancel Transaction** button and click the **OK** button on the **Cancellation Warning** confirmation box.

    g. Click the **Apply** button.

h. Add remarks if necessary. See paragraph 13.5.5 for further instructions.

13.5.2 Creating a Post-Post Turn-In. Use these instructions to add manually created turn-in documents to the database.

a. Click the **UIC** LOV and select a UIC.

b. Click the **Receipt Doc No** LOV and select a receipt document number. (Figure 13.5-2).

Ammunition

Request AMMO-1	Receipt AMMO-2	Ammunition Control Document AMMO-3	Turn-In AMMO-4	Import AMMO-5	Export AMMO-6

UIC: WAL6B0 ▾   Receipt Doc No: W90R7423501000 ▾   DODAAC: WX3J3N   Date: 16 DEC 2002

Turn-In Doc No: No Open Transactions ▾   Ammo Type: T   Turn-In Suspense Date: 21 DEC 2002

Remarks...	Submit To ASP...	Cancel Transaction	Generate Fed Form...	Insert Item...

Item No	Line No	DODIC	NIIN	Nomen	Qty Received	TEC	Qty Turned-in	Qty to Turn-in	Serial No

Remarks:

Search...	Apply	Refresh	Undo	Insert...	Delete	Print...	Help...	Version...

Figure 13.5-2   Ammunition Screen, Turn-In Tab

c. Click the **Insert** button to initiate the add mode (Figure 13.5-3).

Figure 13.5-3   Ammunition Screen, Turn-In Tab, Add Mode

d. Click the **Post-Post** check box.

e. Enter the document number in the **Doc No** field.

f. Ensure the correct **Type of Turn-In**, **Ammunition** or **Residue** is selected.

g. Click the **Apply** button.

h. Click **OK** on the dialog box.

i. Depending upon the Type of Turn-in selected the document number will have either a **–A**, for ammunition, or a **–R**, for residue.

j.   If the turn-in is for live ammunition, the receipt data appears in the center of the screen (Figure 13.5-4).

Ammunition						
Request AMMO-1	Receipt AMMO-2	Ammunition Control Document AMMO-3	Turn-In AMMO-4	Import AMMO-5	Export AMMO-6	

UIC: WAL6B0   Receipt Doc No: W90R7423501000   DODAAC: WX3J3N   Date: 16 DEC 2002
Turn-In Doc No: W90R7423521001 - A   Ammo Type: T   Turn-In Suspense Date: 21 DEC 2002

Remarks...   Submit To ASP...   Cancel Transaction   Generate Fed Form...   Insert Item...

Item No	Line No	DODIC	NIIN	Nomen	Qty Received	TEC	Qty Turned-in	Qty to Turn-in	Seria No
1	1	A071	000058006	CARTRIDGE,5.56 MILL	5000	GST	0	0	
	2	A071	000058006	CARTRIDGE,5.56 MILL	5000	GST	0	0	
2	1	A072	009263929	CARTRIDGE 5.56MM: TRACER M196 10 RD CLIP F/M16 RIFLE	500	CFX	0	0	

Remarks:

Search...   Apply   Refresh   Undo   Insert...   Delete   Print...   Help...   Version...

Figure 13.5-4   Post-Post Ammunition Turn-In

k. If the turn-in is for ammunition residue, the center of the screen is blank and the **Insert Item…** button is active (Figure 13.5-5).

Figure 13.5-5   Post-Post Residue Turn-In

(1) Click the **Insert Item** button to display the **Insert Residue Item** screen (Figure 13.5-6).

Figure 13.5-6   Insert Residue Item Screen

Legend for Figure 13.5-6

Field Name	Description
DODIC (Live)	Select the DODIC the residue is related to. Mandatory.
DODIC (Residue)	Enter the DODIC of the residue item. Mandatory.
NIIN (Residue)	Enter the NIIN for the DODIC. Mandatory.
Nomen (Residue)	Enter the nomenclature for the residue item. Optional.
Qty to Turn-In	Enter the quantity of the item being turned in. Mandatory.

(2) Enter the appropriate data and click the **Apply** button to add the item to the turn-in document (Figure 13.5-7).

Figure 13.5-7   Ammunition Screen, Residue Turn-In, Items Added

(3) Continue to insert items as necessary.

l.   Enter or adjust the **Qty To Turn-in**.

NOTE: The maximum **Qty To Turn-in** must be less than or equal to the **Qty Live to Turn-in** on the Ammunition Control Document.

m. Click the **Apply** button.

n. Add remarks if necessary. See paragraph 13.5.5 for further instructions.

o. f the ASP has provided a Confirmation Code, select it from the **Confirm Code** LOV. See paragraph 13.5.8 for further instructions.

13.5.3 Creating a User Created Turn-In. In the event that not all items were available for turn-in when the original turn-in was performed or the ammunition was receipted manually, follow these instructions to generate a new turn-in document.

    a. Click the **UIC** LOV and select a UIC.

    b. Click the **Receipt Doc No** LOV and select a receipt document number.

    c. Click the **Insert** button to initiate the add mode (Figure 13.5-8).

Figure 13.5-8   Ammunition Turn-In Tab, Add Mode

    d. Click the **Type of Turn-in** radio button, **Ammunition** or **Residue**.

    e. Click the **Apply** button to have the system issue a document number.

f. Click the **OK** button on the **Turn-in Document Number** dialog box (Figure 13.5-9).
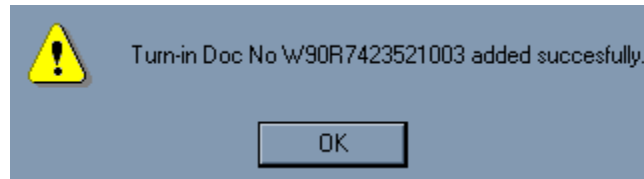
Figure 13.5-9   Turn-in Document Number Dialog Box

g. After the screen refreshes, continue normal processing as described in paragraph 13.5.3.i - n.

13.5.4 Deleting a User Added Turn-In Item. Use this function to remove user added items from residue turn-in documents.

a. Click the **Delete** checkbox (Figure 13.5-10).

Delete	Item No	Live DODIC	Residue DODIC	Residue NIIN	Residue Nomen	Qty Turned-in	Qty to Turn-in
☑	1	A071	A098	010738921		0	9000

Figure 13.5-10   Ammunition Turn-In Delete Checkbox

b. Click the **Delete** button.

c. Click **OK** on the **Delete Confirmation** box.

13.5.5 Adding Remarks to a Turn-In. Follow these instructions to add remarks to a turn-in document.

a. Click the **Remarks** button to display the **Turn-In Remarks** screen (Figure 13.5-11).

	Turn-In Remarks
Standard:	

Standard:

Select	Remarks
☐	The above items drawn on request Document Number _____ were properly expended. All other items for the request Document Number are being returned.
☐	Contents have been inspected and do not contain any live rounds, unfired primers, explosives or other dangerous materials.
☐	Contents were inspected by: Signed: _____.
☐	The vehicle transportating this residue passed the safety inspection.
☐	As a result of shortages, DA Form 5811-R is attached.
☐	Residue turn-in is under Document Number _____.
☐	Ammunition consumption certificate, DA Form 5692-R is attached.

User Created:

Select	User Remarks

Insert   Apply   Close

Figure 13.5-11   Turn-In Remarks Screen

b. Click the **Select** check box to pick standard remarks.

c. To add **User Created** remarks, enter the remark and click **Insert**.

d. Click the **Apply** button to add the remarks to the document.

e. Click the **Close** button to return to the **Turn-In** tab.

f. Click the **Apply** button.

g. When the **Document Confirmation** box appears, click **OK**.

13.5.6 Turn-in Search. Use this function to find a specific receipt document number.

a. Click the **Search** button to display the **Ammunition Turn-in** search screen (Figure 13.5-12).
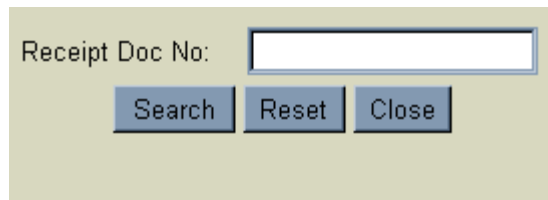
Figure 13.5-12 Ammunition Turn-in Search Screen

b. Enter the search criteria and click the **Search** button.

13.5.7 Printing a Turn-In 581. Use this function to print a DA Form 581 for the selected turn-in transaction.

a. Click the **Generate Fed Form…** button.

b. Click **OK** on the Java Plug-In dialog box (Figure 13.5-13).

Figure 13.5-13   Java Plug-In dialog Box

c. The FormFlow screen will appear with the Print box displayed (Figure 13.5-14).

13.5-14   FormFlow Screen with Print Box

d. Set the print properties as desired and click **OK**.

e. After the DA Form 581 prints, close the FormFlow screen.

NOTE: If the number of items turned in exceeds seven, FormFlow will reopen and display a DA Form 581-1, Request for Issue and Turn-in of Ammunition Continuation Sheet.

13.5.8 Submitting the Turn-In to the ASP. When the turn-in has been finalized, use this function to create a transaction diskette for the ASP and to print a DA Form 581. This button is disabled for Post-Post Turn-Ins.

a. Insert a blank diskette into the drive.

b. Click the **Submit to ASP** button.

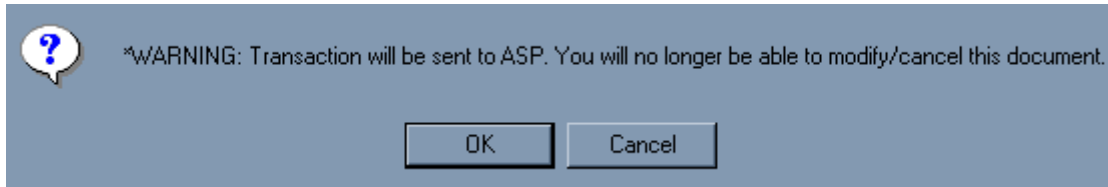c. When the Warning box appears, click **OK** to continue or **Cancel** to halt (Figure 13.5-15).

Figure 13.5-15   Warning Box

d. Click **OK** on the Java Plug-In dialog box (Figure 13.5-16).

Figure 13.5-16   Java Plug-In dialog Box

e. The FormFlow screen will appear with the Print box displayed (Figure 13.5-17).

13.5-17 FormFlow Screen with Print Box

(1) Set the print properties as desired and click **OK**.

(2) After the DA Form 581 prints, close the FormFlow screen.

NOTE: If the number of items turned in exceeds seven, FormFlow will reopen and display a DA Form 581-1, Request for Issue and Turn-in of Ammunition Continuation Sheet.

f. The system displays the following confirmation box (Figure 13.5-18).
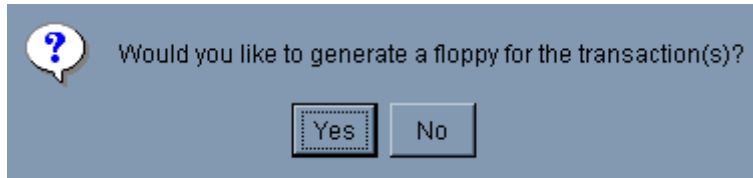

Figure 13.5-18   Confirmation Box

g. Click **Yes** to continue or **No** to halt.

h. If yes is clicked, the Save screen is displayed (Figure 13.5-19).
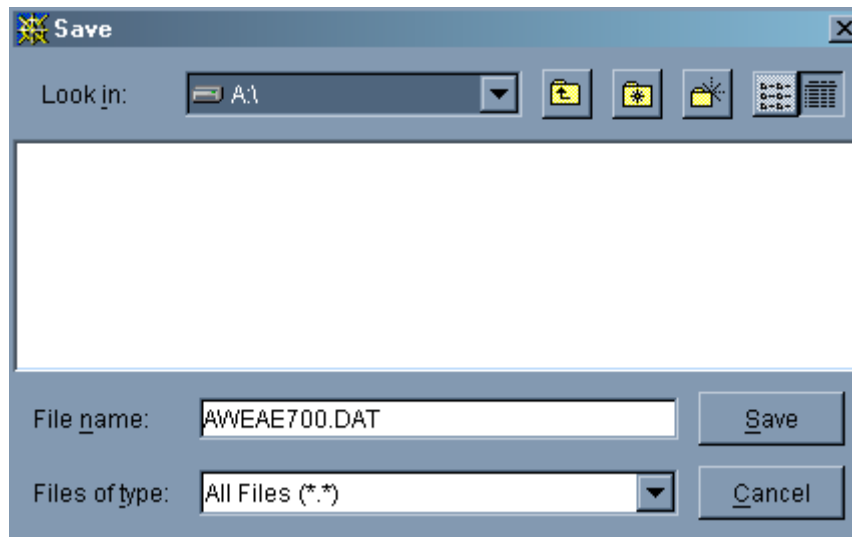

Figure 13.5-19   Save Screen

i. Insure the **Look in:** field is set to A:\, and click **Save** to write the file to diskette.

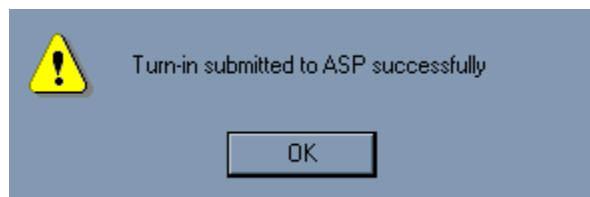j. Click **OK** on the dialog box (Figure 13.5-20).

Figure 13.5-20   Dialog Box

k. The screen refreshes and displays the completed turn-in.

13.5.9 Posting Turn-In Confirmation Codes. Follow these steps to post confirmation codes to a selected turn-in document.

a. Click the **UIC** LOV and select a UIC.

b. Click the **Receipt Doc No** LOV and select a receipt document number.

c. Click the **Turn-In Doc No** LOV and select a turn-in document number.

d. When the turn-in data appears, scroll to the right to display the **Confirm Code** field (Figure 13.5-21).

	Nomen	Qty Received	TEC	Qty Turned-in	Qty to Turn-in	Serial No	Lot No	Confirm Code
006	CARTRIDGE,5.56 MILL	5000	GST	1000	0		2002-07-3423	OWS ▾
929	CARTRIDGE 5.56MM: TRACER M196 10 RD CLIP F/M16 RIFLE	500	CFX	400	0		2002-07-1079	▾

Figure 13.5-21   Ammunition Screen Turn-In Confirmation

e. Click the **Confirm Code** LOV and select the proper confirmation code (Figure 13.5-22).

Turn-In Type	Confirm Code	Definition/Affect on Document
Ammunition	OWS	Partial Confirmation. Document remains open.
	COS	Complete Confirmation. Document is closed.
	CON	Reconciled Confirmation. Document is closed.
	REC	Received Confirmation. Document is closed.
Residue	OWU	Partial Confirmation. Document remains open.
	COU	Complete Confirmation. Document is closed.
	RES	Reconciled Confirmation. Document is closed.
	REC	Received Confirmation. Document is closed.

Figure 13.5-22   Confirmation Code Table

f. Click the **Apply** button to effect the changes.

13.6 Import Ammunition Data from the ASP. Use this process to receive input data from the Ammunition Supply Point, ASP. This process posts ammunition receipts, creates turn-in documents for received ammunition and residue, and posts confirmation status to turn-in documents.

a. From the **Ammo** menu, click **Import** to display the **Ammunition** screen.

b. Insert the floppy disk in the drive.

c. Read the **Java Warning** dialog box that appears and click **OK** (Figure 13.6-1). Make sure to follow the directions.
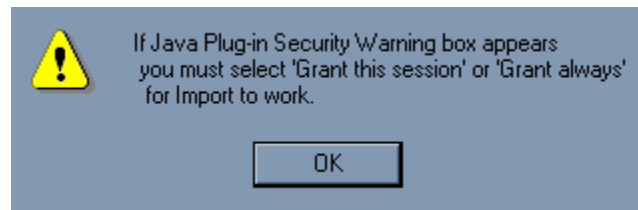

Figure 13.6-1   Java Warning Dialog Box

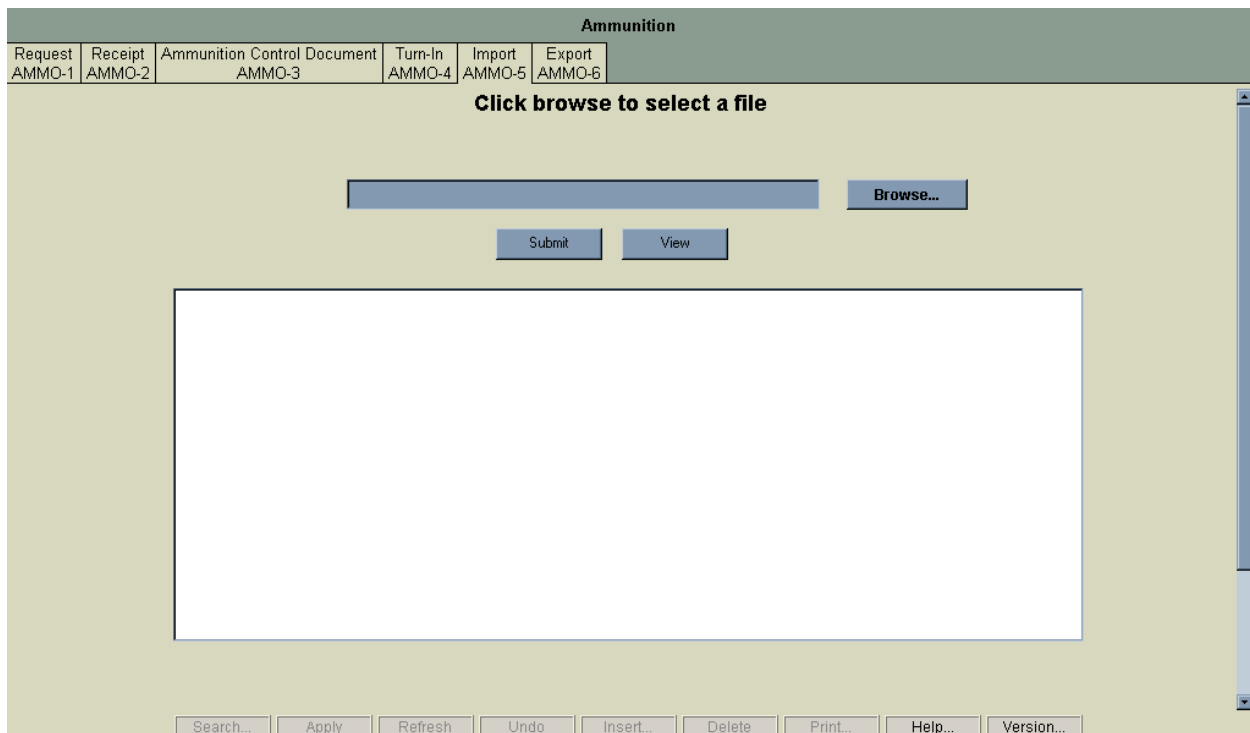d. When the **Import** tab is displayed (Figure 13.6-2), click the **Browse** button.

Figure 13.6-2   Ammunition Screen, Import Tab

e. On the **Open** screen (Figure 13.6-3):
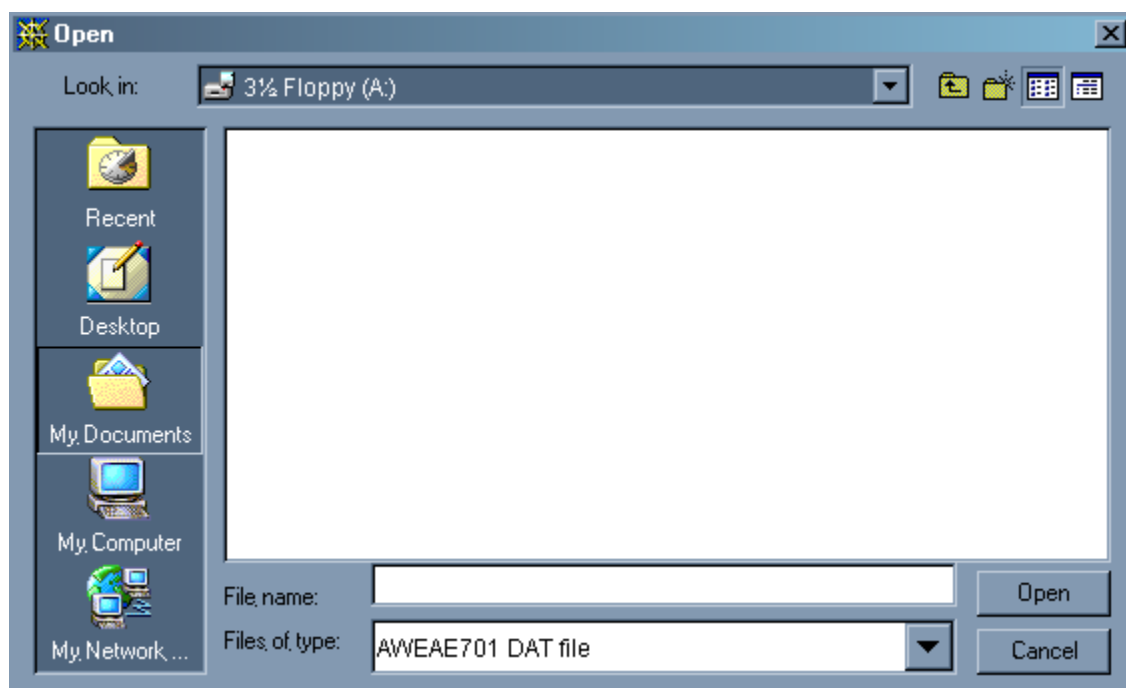

Figure 13.6-3   File Upload Screen

(1) Ensure the **Look in** field is set to **31/2 Floppy (A:)**.

(2) Click the file name and then click the **Open** button to return to the **Import** tab.

f. Click the **View** button to display the contents of the file (Figure 13.6-4).

Figure 13.6-4   Ammunition Screen, Import Tab, View

g. Click the **Submit** button to process the file.

h. The results of the import will be displayed (Figure 13.6-5).

Ammunition					
Request AMMO-1	Receipt AMMO-2	Ammunition Control Document AMMO-3	Turn-In AMMO-4	Import AMMO-5	Export AMMO-6

Import Another Document

Action Code	Document Number	Ti Document Number	Import Date	Status
SER	W8116B21550400		04-JUN-2002	Import Successful
SER	W8116B21550400		04-JUN-2002	Import Successful
SER	W8116B21550400		04-JUN-2002	Import Successful
UNS	W8116B21550400		04-JUN-2002	Import Successful

| Search... | Apply | Refresh | Undo | Insert... | Delete | Print... | Help... | Version... |

Figure 13.6-5   Ammunition Screen, Import Tab, Import Complete

13.7 Export Ammunition Data to the ASP. Use this process to send request and turn-in data to the Ammunition Supply Point.

a. From the **Ammo** menu, click **Export** to display the **Ammunition** screen, **Export** tab (Figure 13.7-1).

Ammunition						
Request AMMO-1	Receipt AMMO-2	Ammunition Control Document AMMO-3	Turn-In AMMO-4	Import AMMO-5	Export AMMO-6	

Please select the document(s) you would like to export

Export selected document(s)

Request Documents	**Turn-In Documents**
☐ W90R7423501001	☐ W809KG23221000 **Previously saved
	☐ W90R7423521001 **Previously saved

Search... | Apply | Refresh | Undo | Insert... | Delete | Print... | Help... | Version...

Figure 13.7-1   Ammunition Screen, Import Tab

b. The screen displays all request and turn-in documents awaiting export to the ASP, as well as documents previously sent to the ASP.

c. Click the check box to select a document for export.

d. Insert the floppy disk into the drive.

e. Click the **Export selected document(s)** button to start the export and display the **Save As** screen (Figure 13.7-2).
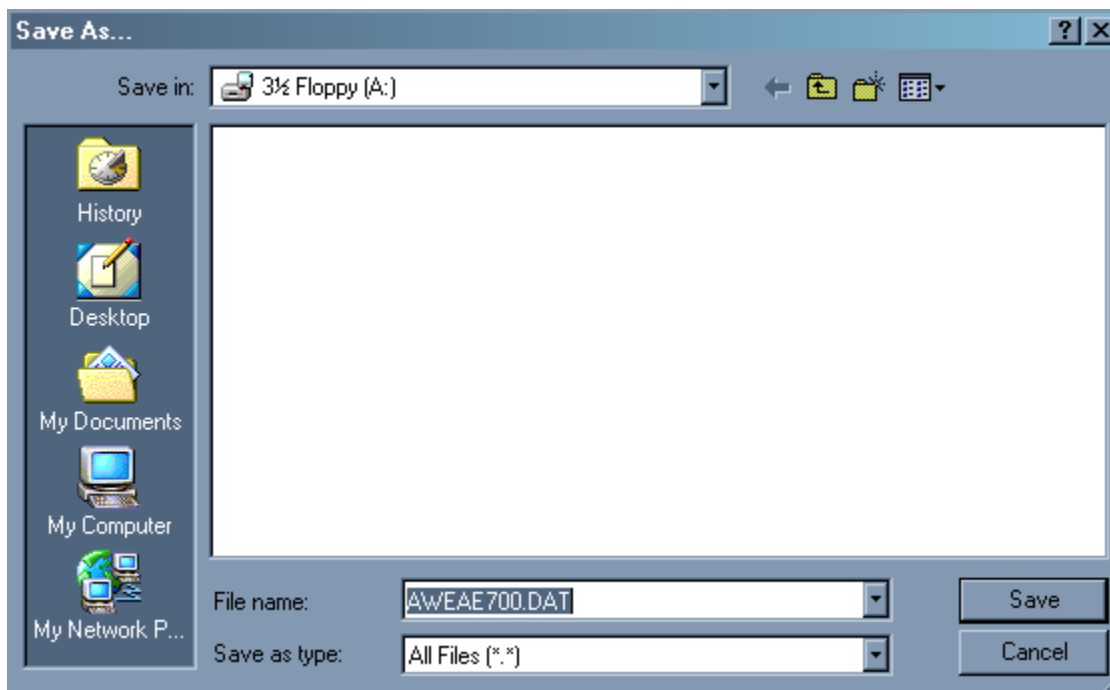

Figure 13.7-2   Save As Screen

f. Click the **Save** button to write the data to the disk.

g. The documents remain available for retransmission (Figure 13.7-3) until a response from the ASP is received, e.g. a receipt or a confirmation file is imported.

Figure 13.7-3   Ammunition Screen, Export Tab, Documents Exported

h. To retransmit a document, follow the steps listed above.